

HUNTON & WILLIAMS

ONE HANNOVER SQUARE
FAYETTEVILLE STREET MALL
P.O. Box 109

RALEIGH, NORTH CAROLINA 27602

TELEPHONE 919-899-3000
TELECOPIER 919-833-6352

April 18, 1990

707 EAST MAIN STREET P.O. BOX 1535
RICHMOND, VIRGINIA 23212
TELEPHONE 804-788-8200
TELEX 6844251

100 PARK AVENUE
NEW YORK, NEW YORK 10017
TELEPHONE 212-309-1000
TELEX 424549 HUNT UI

3050 CHAIN BRIDGE ROAD
P.O. BOX 1147
FAIRFAX, VIRGINIA 22030
TELEPHONE 703-352-2200

2500 ONE ATLANTA PLAZA
950 EAST PACES FERRY ROAD
ATLANTA, GEORGIA 30326
TELEPHONE 404-841-2700

2000 PENNSYLVANIA AVENUE, N.W.
P.O. BOX 19230
WASHINGTON, D.C. 20036
TELEPHONE 202-955-1500

FIRST VIRGINIA BANK TOWER
P.O. BOX 3889
NORFOLK, VIRGINIA 23514
TELEPHONE 804-625-5501
TELEX 755628

FIRST TENNESSEE BANK BUILDING
P.O. BOX 951
KNOXVILLE, TENNESSEE 37901
TELEPHONE 615-637-4311

FILE NO
DIRECT DIAL NO. 919-899 -3061.

PRIVILEGED AND CONFIDENTIAL ATTORNEY-CLIENT COMMUNICATION

Mr. Murray D. Rosenberg
Section Leader, Technical Information
Philip Morris U.S.A.
4201 Commerce Road
Door 17
Richmond, Virginia 23234

Research & Development Department Records Management Manual

Dear Murray:

Your draft Records Management Manual looks fine. To the extent Stu Rickerson has empowered me to give any necessary approval, please consider the Manual so approved.

Most of my suggestions on the enclosed draft deal with minor punctuation and wording problems. Please note that the date of issue that appears on the lower left of each page should be changed to reflect the date the Manual is actually distributed.

Finally, as you have not altered the "President's Message," I enclose a copy with Mr. Houminer's signature for your use.

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HUNTON & WILLIAMS

Mr. Murray D. Rosenberg

April 18, 1990

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If you have any questions, please do not hesitate to contact me.

Sincerely yours,



Arthur J. DeBaugh

Enclosures

cc: Stuart E. Rickerson, Esquire (w/o encls.)
Thomas G. Slater, Jr., Esquire (w/o encls.)
Ray V. Hartwell, III, Esquire (w/o encls.)

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